



The Town of Avon Announces the Recruitment for the  
Following Position:

## ***REFERENCE LIBRARIAN***

**Department:** Library

**Status:** Part-time

**Schedule includes average of 1-2 shifts per week. Must be available to work a minimum of 8 hrs/week, including weekends**

**Salary Range:** \$29.87-\$41.98. **Starting pay \$29.87**

**Date Posted:** November 10, 2022

**Closing Date:** December 8, 2022

**To Apply for This Position:** An Employment Application is available on the Job Opportunities page of the Town website [www.avonct.gov](http://www.avonct.gov). Applications may be emailed to [HR@avonct.gov](mailto:HR@avonct.gov) or mailed to: 60 West Main Street, Building #5, Avon, CT 06001. Applications must be received by the HR department by 4:00 pm on the closing date. Successful candidate must pass a written exam and/or interview, drug testing, and background check prior to employment. See the accompanying job description for additional information.

**Summary:** Serves to connect the community to ideas, information, emerging technologies, culture and each other by using the library's collections, electronic resources and public space. The Librarian provides reference assistance, technological instruction, varied programs and works to promote readership in the library community.

**Examples of Duties:** Communicates with public to help select and evaluate library materials. Interviews patrons to determine the scope of information needs and recommends appropriate resources to answer needs. Compiles statistics for reports. Participates in the development and maintenance of the library collections. Evaluates for balance and comprehensiveness; reviews professional publications and other sources for selection of materials. Creates displays to promote the collections. Participates in weeding the collection periodically. Participates in the development, evaluation and maintenance of the reference collection and electronic databases and assists in the selection process. Provides recommendations for department budget and may assume responsibility for monitoring budget items. Performs basic searches and instructs the public, individually or in small groups, in the use of the library online catalogs, the Internet, electronic databases, computers, software and equipment. Assists patrons by troubleshooting search and equipment problems and demonstrating resolutions to common difficulties. Maintains current knowledge of library and emerging technologies. Creates reports, statistics, publicity materials and presentations. Plans, publicizes and executes library programs for the community as assigned. Assists patrons in the use of genealogical resources and local history materials and in giving book talks or leading book discussion groups. Leads tours to acquaint the public and local organizations with the library. Coordinates outreach and volunteer programs for library. Edits and contributes to library publications, including grant applications. Contributes content for the library website and social media. Provides backup assistance in other library areas as necessary.

**Qualifications:** Master's Degree in Library Science and two years of experience in library work. Working knowledge of library principles and practices. Knowledge of computer applications, Internet, social networking media, e-books and electronic resources related to the library. A valid Driver's License is required.

EEO/AA